

Candidate Information

Position: Research Fellow - Administrative Data Research Centre NI
School/Department: School of Medicine, Dentistry and Biomedical Sciences
Reference: 26/113615
Closing Date: Monday 21 September 2026
Salary: £42,972 to £46,936 per annum
Anticipated Interview Date: Thursday 8 October 2026
Duration: Available for 48 months or until 31 March 2031, whichever is soonest

JOB PURPOSE:

This 48-month Research Fellow post is funded by the Administrative Data Research Centre Northern Ireland (ADRC NI) funded research programme, led by Dr Aideen Maguire (Director), which is part of Administrative Data Research UK (ADR UK), a partnership transforming the way researchers access the UK's wealth of public sector data, to enable better informed policy decisions that improve people's lives. ADRC NI is currently undertaking a large programme of work and is seeking an experienced post-doctoral research fellow to aid in the delivery of our research packages. The successful candidate will take the lead on projects related to ADRC NI's recently recommissioned programme which is due to run until 31 March 2031, with a specific focus on (a) assist the management of administrative data research in Northern Ireland's main Trusted Research Environments, and (b) explore new data sets and novel linkages to support investigation of patterns and relationships between social, structural and health-related outcomes for vulnerable and underserved groups.

You will take responsibility for designing, analysing and disseminating co-produced research as part of ADRC NI). This will entail working with multiple large administrative and routinely-collected health and social care datasets, cleaning data into analysis ready formats, creation of linked datasets, application of data science methods for analysis, publishing and disseminating outputs to relevant members in the ADRC NI and the wider community in a timely manner.

The post will be expected to deliver and/or contribute to research within in the Underserved Groups work package, with particular focus on Understanding Homelessness, and the Enhancing Health Data work package, with particular focus on social determinants and outcomes related to Reproductive and Maternal Health.

The successful candidate will have experience of working with large or complex datasets, possess strong quantitative skills and be experienced in the use of statistical programming such as STATA and R.

Reasonable requests for part-time working may be considered.

MAJOR DUTIES:

Teaching:

1. Contribute to the work of the School through limited teaching and associated tasks within own research specialism.

Research:

1. Hold and maintain accredited researcher status.
2. Clean a range of administrative and routinely-collected health data to create analysis ready datasets which incorporate adequate safeguards of confidentiality.
3. Devise and develop statistical analysis plans.
4. Carry out analyses, critical evaluations, and interpretations using quantitative methodologies and other techniques appropriate to the area of research.
5. Liaise with data custodians to understand relevant details about research datasets.

6. Develop appropriate resources for knowledge transfer, including meta-data, data dictionaries, and data resource profiles, and shareable code for repositories.
7. Prepare, as necessary, applications for research data access via Northern Ireland Trusted Research Environments (TRES), including appropriate ethical and governance approval.
8. Liaise with the ADRC NI Professional Services Team, including the timely completion of quarterly reports for the funder.
9. Carry out routine administrative tasks associated with effective research project management to ensure that work tasks are completed on time and within budget (including the organisation of project meetings and documentation and risk assessment).
10. Ensure adherence to project milestones and be responsible for regular production of progress reports.
11. Maintain a high-quality publication record by continuing to produce, publish and present work at national and international journals and conferences.
12. Develop research activities with potential for economic, societal or health impact.
13. Develop and maintain links with colleagues in national and international institutions, and with ADR UK counterparts across England, Scotland and Wales as appropriate.
14. Contribute to the development of a public engagement strategy related to your given ADRC NI research project(s) and initiate and maintain dialogue with relevant stakeholders and policy makers.
15. Contribute to the delivery of an "lived experience/experts by experience" advisory group for your given research project(s) in collaboration with the ADRC NI Impact and Engagement Professionals.
16. Help researchers, from government departments and academia, understand the administrative processes associated with undertaking research within the ADRC.
17. Contribute to the ADRC NI Community of Practice and provide statistical and methodological advice and assistance to other ADRC NI researchers.
18. Report to the ADRC Director and attend review meetings managed by both ADRC NI and the funder and Complete annual progress reports for the funder.
19. Assist the Principal Investigator and Director in the preparation of funding proposals and applications to external bodies and Assist with supervision of PhD students during their research programmes and other students undertaking project/dissertation work as appropriate to the discipline.
20. Read and analyse academic papers, journals and, textbooks to keep abreast of developments in own specialism and Undertake relevant training and professional development as appropriate.

Administration/Contribution to the Community:

1. Contribute to the preparation of other reports for publication on the ADR NI website, including Data Insights, Reports, and Policy Briefs, to 'translate' data-driven research into accessible evidence for policymaking.
2. Contribute to knowledge exchange activities undertaken in partnership with key stakeholders to maximise the impact and reach of research and findings.
3. Contribute to training and capacity building including ADRC NI's Community of Practice.

ESSENTIAL CRITERIA:

1. First or second class primary degree in a subject area relevant to the post and with a significant quantitative component e.g. health, social sciences, public health, economics, or statistics-related subject.
2. Have or be about to obtain* a relevant PhD in cognate subjects such as epidemiology, applied statistics, or public health-related area including pharmacy, economics, or psychology and social sciences. (*must be due for submission within 3 months of the interview).
3. Significant administrative data research experience and skills relevant to this project.
4. Experience in handling, cleaning, and linking administrative data/routinely collected health data to prepare research-ready population-based datasets.
5. Experience in advanced statistical techniques to analyse large datasets, e.g. multivariate statistical analyses / survival analysis.
6. Recent, relevant experience of using statistical packages STATA or R to conduct reproducible research.
7. Research activity related to the use of large, complex, datasets.
8. Sufficient breadth and depth of specialist knowledge of research methods pertinent to the present research programme.
9. Demonstrable proficiency in academic paper writing.
10. A demonstrable interest and track record of research in at least one of the following areas: vulnerable and underserved groups or reproductive and maternal health.
11. Experience of data governance and issues related to data linkage.
12. Experience of working in a Trusted Research Environment (TRE), ideally in the Northern Ireland context.

13. A strong publication record for stage of career.
14. Experience of developing appropriate resources for knowledge transfer, such as meta-data, data dictionaries, and data resource profiles, and shareable code for repositories.
15. Ability to contribute to management and administrative processes relevant to ADRC NI projects and programmes.
16. Ability to deal competently with administrative tasks.
17. Willingness and ability to work with non-academic partners.
18. Excellent IT skills e.g. Microsoft Office suite.
19. Excellent organisational skills.
20. Excellent interpersonal skills.
21. Excellent oral and written communication skills.
22. Ability to write reports and meet deadlines.
23. Good presentation skills.
24. Ability to communicate complex information clearly to non-academic audiences.
25. Ability to work independently and on own initiative.
26. Ability and willingness to travel to meet the needs of the post.
27. Ability to work flexibly as required within the remit of the post.

DESIRABLE CRITERIA:

1. Master's degree and / or relevant professional qualification.
2. Accredited researcher status.
3. Research activity related to use of large administrative datasets, including health data, with policy relevance.
4. Experience teaching research methods.
5. Experience of co-production of research with non-academic partners.
6. Ability to build contacts and participate in internal and external networks.
7. Experience of disseminating research to lay audiences.
8. Strong commitment to a career in research.

ADDITIONAL INFORMATION:

The ADRC NI recommissioned programme includes six work packages which will be delivered through partnership between Queen's University Belfast, Ulster University, and the Northern Ireland Statistics and Research Agency. The research programme reflects a mixture of both (i) making better use of existing data sources and (ii) forging new, ambitious data linkage projects with new data providers.

The focus area of research for the post holder(s):

Under the strategic guidance of the ADRC NI leadership team, the postholder will lead on delivering research aligned to work packages detailed in the 2026-2031 ADRC NI investment.

The post will be expected to deliver and/or contribute to research within in the Underserved Groups work package, with particular focus on Understanding Homelessness, and the Enhancing Health Data work package, with particular focus on social determinants and outcomes related to Reproductive and Maternal Health.

Reasonable requests for part-time working may be considered.